

MINNESOTA DISTRICT COURT 5TH JUDICIAL DISTRICT			
JUDICIAL LAW CLERK Judge Bruce F. Gross			
OFFICE & LOCATION	CLASS	HOURS OF WORK	TYPE OF RECRUITMENT
5 th Judicial District Cottonwood County Windom, MN	Judicial Law Clerk	Full Time 40 hrs/wk M-F 8 am–5 pm.	External

The Fifth Judicial District currently has an opening for a judicial law clerk position located in Cottonwood County in Windom, Minnesota.

DESCRIPTION:

Judicial clerks work directly with a District Court Judge performing legal research and drafting memoranda. In addition to legal research and writing, clerks have the opportunity to observe court proceedings and learn first hand how the court system operates. The Fifth Judicial District operates on a daily calendar system, providing clerks with the opportunity to work on a variety of assignments and see many different types of court proceedings.

RESPONSIBILITIES:

- Conduct legal research in reviewing, studying, searching and annotating laws, court decisions, documents, opinions, briefs, and related legal authorizations to process suits, trials, hearings and other litigated matters.
- Read and digest opinions, briefs, motions and documents, and extract excerpts pertinent to points of law and fact.
- Compile references on laws and decisions necessary for legal determination.
- Prepare briefs, legal memoranda and statement of issues involved, including appropriate written or oral suggestions or recommendations to the judge; prepare appropriate orders, findings of fact and conclusions of law for the judge; edit work product according to judge's directions.
- Confer with judge concerning legal questions, construction of documents and granting of orders.
- Confer with attorneys concerning the adequacy of documents or other matters before the court; provide general information to the public.
- Assist in the day-to-day management of the judge's office; respond to appropriate inquiries; prepare various documents related to judicial duties; maintain judge's daily schedule.
- May attend court sessions to hear oral arguments and record necessary case information; maintain records during court proceedings.
- May perform courtroom duties including calling calendar; swearing in jury panels and witnesses; taking court minutes; and assisting in various court proceedings such as arraignments, motions, hearings, pre-trial conferences and trials.
- Maintain the law library in a neat and orderly manner; may be responsible for ordering, and processing of books and materials.
- Update computer records and computer software packages.

MINIMUM QUALIFICATION: Graduate of an accredited law school. The candidate should be highly motivated, possess solid, demonstrated academic credentials and strong research, analytical and writing skills. Computer literacy is important. The ability to create and maintain a work environment that is supportive of culturally and racially diverse issues is essential.

SALARY RANGE: \$41,321.52 annually.

Includes full State of Minnesota benefits package! For benefit information visit www.doer.state.mn.us.

APPLICATION DEADLINE: Open until filled.

TO APPLY FOR THIS POSITION: If you have a current application (less than one year old) on file in the Fifth Judicial District, you will automatically be considered for this position. You do not need to send an additional application. If no application is on file, mail, fax, or e-mail a cover letter, application form, resume, transcript and brief writing sample to the address below. To obtain an application form download from <http://www.mncourts.gov> or call 507-388-5204, ext. 227.

Fifth Judicial District
Attn: Human Resources
PO Box 3366
Mankato, MN 56002-3366
Linda.sandberg@courts.state.mn.us
507-388-5397 (fax)

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